

EDITED KSA LISTING

CLASS: FOOD MANAGER, CORRECTIONAL FACILITY

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Advanced knowledge of principles, procedures, and equipment used in the storage, care, preparation, cooking, dispensing, and serving of food in large quantities in order to manage the food service department.
K2.	Intermediate knowledge of principles, procedures, and equipment used in the baking of food in large quantities in order to manage the food service department.
K3.	Expert knowledge the cleaning and sanitation of utensils, equipment, and work areas in order to ensure that all safety and sanitation rules and guidelines are followed to prevent food-borne illnesses.
K4.	Expert knowledge of proper food handling procedures according to the California Retail Food Code in order to prevent cross-contamination, and food-borne illness, etc.
K5.	Intermediate knowledge of nutritional food values in order to meet the Recommended Daily Allowances for high school students under the National School Lunch and Breakfast programs.
K6.	Advanced knowledge of inventory procedures utilizing various reports in order to document food usage and food costs.
K7.	Advanced knowledge of various methods for purchasing food, supplies, and equipment in order to keep adequate supplies available.
K8.	Advanced knowledge methods used to train employees and wards in order to comply with departmental guidelines.
K9.	Basic knowledge of standard operating procedures in the procurement process in order to solicit bids, select vendors, and request purchases.
K10.	Advanced knowledge of effective personnel management practices and planning in order to maintain effective working relationships with staff and others.
K11.	General knowledge of the Department's Equal Employment Opportunity (EEO) Program objectives and the processes available to meet the Department's EEO objectives as it relates to the supervision and management of personnel.
K12.	General knowledge of a manager's role in the Equal Employment Opportunity program regarding regulations, processes, and objectives to promote the department's equal employment opportunity policies and goals in making hiring decisions and to provide a harassment free work environment.

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K13.	Advanced knowledge of laws, rules and regulations governing supervision of wards, including disciplinary actions, inmate appeals, and work incentive programs to ensure compliance with penal codes, Title 15, DOM, etc.
K14.	Intermediate knowledge of administrative activities in order to manage, plan, direct, and coordinate the department.
K15.	General knowledge of computer usage (e.g. hardware, software programs, etc.) to maintain accurate records, communicate effectively and contribute to the department's needs.

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	Skill to:
S1.	Plan palatable and adequate menus in order to meet the Recommended Daily Allowances for high school students under the National School Lunch and Breakfast programs.
S2.	Plan, organize, and direct the work of others in order to best utilize staff and ward workers to serve the ward population meals in a timely manner and maintain a clean and safe operation.
S3.	Adjust food purchasing in order to respond to population changes within the department and/or facilities, and respond to emergency situations within the facility and community.
S4.	Use appropriate equipment (e.g., steam kettles, ovens, meat slicers, griddles, steamers, etc.) in order to prepare meals.
S5.	Evaluate the quality of prepared food in order to ensure that it is palatable and prepared according to recipe.
S6.	Inspect food shipments upon receipt in order to ensure that it is received in accordance with the California Food Code.
S7.	Plan and conduct On the Job Training to provide information and direction to food service staff and ward workers to ensure the safe and efficient operation of the food service department.
S8.	Determine food quantities as necessary for groups of varying size to ensure that different dining facilities receive adequate quantities of food.
S9.	Direct the preparation of special diets to ensure those wards with documented needs receive an adequate/appropriate diet.
S10.	Professionally communicate in order to exchange information and provide direction to food service staff, ward workers and others.
S11.	Manage records in order to comply with laws, rules, and departmental guidelines.
S12.	Analyze situations accurately in order to adopt an effective course of action.
S13.	Project food and equipment needs in order to justify future food services expenditures.
S14.	Use computer programs in order to access and use USDA approved software and prepare memos and other documents.
S15.	Effectively contribute to the Department's Equal Employment Opportunity objectives in order to create and maintain a fair and equitable work environment free of harassment and discrimination.

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	Special Personal Characteristics:
SPC1.	Sympathetic understanding of and willingness to work with the resident population of a State correctional facility in order to effectively manage ward workers and the general population.
SPC2.	Demonstrated supervisory ability in order to manage a food service department.
SPC3.	Good personal grooming standards in order to present yourself as a professional employee.
SPC4.	Freedom from communicable diseases in order to prevent the spread of disease.
SPC5.	Good sense of smell and taste in order to judge food quality and condition.

	Special Physical Characteristics:
SPC1.	Have and maintain sufficient strength, agility, and endurance in order to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or wards.